

<p style="text-align: center;"><b>CM/ECF</b></p> <p style="text-align: center;"><b>External User's Guide</b></p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p>Section 16</p> <p style="text-align: center;">Schedules and Amended Schedules</p>

The following procedure describes how to electronically file schedules, amendments to schedules and Statements of Financial Affairs. All documents must be filed in PDF format and contain bookmarks to identify each image within the document (e.g., a bookmark is required for the petition, each Schedule, Statement of Financial Affairs, etc.). A complete list of filing requirements is contained in the Clerk's Filing Instructions (Local Form CI-1) at [www.flsb.uscourts.gov](http://www.flsb.uscourts.gov). Refer to Chapter I, Section 4, "*General PDF Instructions - All Versions of Acrobat*" for inserting bookmarks.

**Additional Requirements:**

- ◆ *The local form Debtor's Notice of Compliance with Requirements For Amending Creditor Information (LF-4), is required upon the filing of an amendment to the debtor's lists, schedules or statements, pursuant to Bankruptcy Rules 1007, 1009, or 1019.*

**NOTE REGARDING FEES:** A fee is due if adding a creditor, deleting a creditor, and/or correcting Schedule D, E or F amounts or classifications. No fee is due to correct the name and/or address of a creditor. **ONLY** one fee is due if amended schedules are filed at one time. If filed separately, a fee is charged for each schedule.

- ◆ *The local form Declaration Under Penalty of Perjury To Accompany Petitions, Schedules and Statements Filed Electronically, must be filed with each initial petition or amended petition; and with each initial or amended schedule and statement of financial affairs filed electronically but separately from the initial petition unless these documents contain an imaged signature of the debtor. The document must be scanned and converted to PDF format. Failure to file this form will result in immediate dismissal of the case or striking of the amended schedule and/or statement. If filed, docket as a separate event (see Chapter II, Section I, Case Opening - All Chapters.)*

STEP 1 Click **Bankruptcy** from the main menu. The **Bankruptcy Events** screen will display.

- ◆ Click **Other**.

STEP 2 The **Case Number** screen will display.

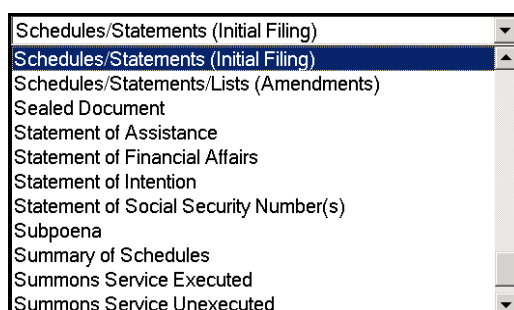
- ◆ Enter the complete case number. Click **Next**.

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- ◆ **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.

STEP 3 A document selection screen will display.

- ◆ Click on the arrow to obtain the alphabetical drop down list, then highlight **Schedules/Statements (Initial Filing)** and click on it, or enter the first letter of the title and repeat as needed until it appears. In this example, press "s" repeatedly for desired event. Click **Next** or, if an amendment to a schedule, statement and/or list is being filed, select **Schedules/Statements/Lists (Amendments)** from the drop down list. Click **Next**, then proceed to STEP 12. Click **Next**.



STEP 4 The **Miscellaneous** screen will display. Click on the check box if the document is being filed jointly with other attorney(s). Click **Next**.

STEP 5 The **Select the Party Filer** screen will display. Click to highlight and select the party for which the document is filed. **Note** - If you wish to select more than one party, (e.g., debtor and joint debtor, hold the **[Ctrl]** key down and click to highlight the remaining party.

**NOTE:** If an attorney has been issued more than one login and has made the initial appearance (case opening) using the primary login, and is now using a secondary login to file this document, **DO NOT** check the attorney/creditor association box. Click **Next**.

The following attorney/party associations do not exist for this case.  
Please check which associations should be created for this case:

☐ Doe, John(pty:db) represented by ^Falzone2, Joe (aty)

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STEP 6 System prompt will display.

- ◆ Select **Yes**, if additional creditors are being submitted along with the filing of the initial Schedules and/or Statements (requires a filing fee). Select **No**, if only Schedules and/or Statements are being filed without any change to the initial creditor matrix (no fee required). Click **Next**.

Was a creditor list/matrix submitted with the filing of the Petition **AND** are additional creditors now being added with this filing?

☐ Yes

☐ No

Next Clear

STEP 7 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

**NOTE:** If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 “*Attachments to Documents*” for instructions on how to file attachments.

STEP 8 In the text box indicated below, list which Schedules and/or Statements are being filed (e.g., Schedule A, B, C, D.) Enter **ALL**, if all Schedules and Statements are being filed. Click **Next**.

List Schedules and Statements Being Filed:

Next Clear

STEP 9 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.

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- STEP 10 The **Docket Text: Final Text** screen will display - This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

**Docket Text: Final Text**

Schedules Filed: [Schedules A, B, C, D.] Filed by Debtor John Doe (Re: [3] Notice of Deficiency Re: Schedules). (Falzone, Joe)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

**CRITICAL ISSUE - AFTER clicking Next, DO NOT use the browsers's back button to navigate through the system. Doing so may; a) result in an additional docket entry, and b) for transactions requiring a fee, result in an additional fee charged.**

- STEP 11 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

- Step 12 **Amendments to Schedules, Statements and/or Lists**

- ◆ The **Miscellaneous** screen will display. Click on the check box if the document is being filed jointly with other attorney(s). Click **Next**.
- ◆ The **Select the Party Filer** screen will display. Click to highlight and select the party for which the document is filed. **NOTE:** If you wish to select more than one party (e.g., debtor and joint debtor), hold the **[Ctrl]** key down and click to highlight the remaining party. Click **Next**.

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**NOTE:** If an attorney has been issued more than one login and has made the initial appearance (case opening) using the primary login, and is now using a secondary login to file this document, **DO NOT** check the attorney/creditor association box. Click **Next**.

The following attorney/party associations do not exist for this case.  
Please check which associations should be created for this case:

☐ Doe, John(pty:db) represented by ^Falzone2, Joe (aty)

Step 13 The **PDF Document Selection** screen will display.

**Add Local Form 4 as an Attachment to This Document by Clicking on the [Yes] Button Below**

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☐ No ☒ Yes

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ Amendments to Schedules, Statements and/or Lists requires *Debtor's Notice of Compliance With Requirements For Amending Creditor Information* (LF-4), to be attached. Refer to Chapter 1, Section 7 "Attachments to Documents" or instructions on how to file attachments.

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- Step 14      The **Schedule** Selection prompt will display. Select desired Schedules and/or Statements which are being amended. Click **Next**.

**Select Schedules Being Amended**

- ☒ Summary of Schedules,
- ☐ Schedule A,
- ☐ Schedule B,
- ☐ Schedule C,
- ☒ Schedule D,
- ☒ Schedule E,
- ☒ Schedule F,
- ☐ Schedule G,
- ☐ Schedule H,
- ☐ Schedule I,
- ☐ Schedule J,
- ☒ Statement of Financial Affairs

Next   Clear

- Step 15      The **Filing Fee** prompt will display. A fee is due if adding a creditor, deleting a creditor, and/or correcting Schedule D, E or F amounts or classifications. No fee is due to correct the name and/or address of a creditor. **ONLY** one fee is due if amended schedules are filed at one time. If filed separately, a fee is charged for each schedule.

**REMINDER:** Additional creditors must be added to the creditor database upon the completion of this transaction. Click **Creditor Maintenance** menu option under the **Bankruptcy** events menu.

**Miscellaneous:**  
05-10088-AJC John Doe

**REMINDER-If Amended Schedules Include Adding a Creditor, You Must Also Add That Creditor To The Mailing Matrix Through The Creditor Maintenance Screen After Completing This Transaction.**

**A Filing Fee is REQUIRED to Add or Delete a Creditor from a Schedule, List or Creditor Service Matrix OR to change Amounts or Classifications of Creditors Listed on Schedules D, E or F.**

**Is a Filing Fee Required?**

☒ Yes  
☐ No

Next   Clear

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STEP 16 The system will display the appropriate filing fee due. Click **Next**.

Fee: \$26

Next Clear

STEP 17 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**.

STEP 18 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

**Docket Text: Final Text**

Amended Summary of Schedules, Schedule D, Schedule E, Schedule F, [Fee Amount \$26] Filed by Debtor John Doe. (Attachments: # (1) Local Form 4) (Falzone, Joe)

**Attention!!** Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

Next Clear

**CRITICAL ISSUE - AFTER clicking Next, DO NOT use the browsers's back button to navigate through the system. Doing so may; a) result in an additional docket entry, and b) for transactions requiring a fee, result in an additional fee charged.**

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- STEP 19 The **Summary of current charges** screen will display. Select **Pay Now** to complete this transaction OR select **Continue Filing** to file additional documents. If selecting **Continue Filing**, you will be reminded to pay all fees after each transaction. Any additional fee transactions will be added.

\*\*\*\*\* IMPORTANT NOTICE \*\*\*\*\*

Do NOT use the browser 'Back' button during the payment process.

\*\*\*\*\*

**Summary of current charges:**

Date Incurred	Description	Amount
2005-02-02 17:38:35	Amended Schedules(05-10088-AJC) [misc,amdschs] ( 26.00)	\$ 26.00
<b>Total: \$</b>		<b>26.00</b>

- ◆ The **Enter Payment Information** screen will display. Enter the text fields. Items with a red “\*” are required, but the user should also complete the **City** and **State** fields. *The steps are identified on the right side of the screen.* When completed, click **Continue**.

**Enter Payment Information**

Cardholder Name: Joe Falzone \*

Billing Address: 51 SW 1st Ave #1401 \*

Billing Address 2:

City:

State/Province: -----

ZIP/Postal Code: 33130

Country: United States

Card Type: Visa \*

Card Number: ----- \* Reset

Expiration Date: ---- / ---- \*

Payment Amount: \$26.00

A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.

**Plastic Card Payment Steps**

1. Select Payment Type
2. **Enter Payment Information**
3. Authorize Payment / Payment Summary
4. Payment Confirmation



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- ◆ The **Payment Summary and Authorization** screen will display. Enter a check mark in the **Authorization** box. If a **Confirmation Receipt** is requested enter a valid **email address** (recommended). Click **Make Payment**, or click **Edit** to modify any previously entered user information.

Pay.Gov - Payment Summary and Authorization - Microsoft Internet Explorer

Payment Summary and Authorization

**Cardholder Name:** Joe Falzone  
**Billing Address:** 51 SW 1st Ave #1401  
**Billing Address 2:**  
**City:**  
**State/Province:**  
**ZIP/Postal Code:** 33130  
**Country:** USA  
**Card Type:** Visa  
**Card Number:** \*\*\*\*\*1111  
**Expiration Date:** 2 / 2005  
**Payment Amount:** \$26.00  
**Current Date and Time:** 02/02/2005 17:47 EST

**Authorization\***  
☒ I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

**Confirmation Receipt Request**  
 To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.  
**Email Address:**   
**Re-enter Email Address to Confirm:**

Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.

Plastic Card Payment Steps

1. Select Payment Type
2. Enter Payment Information
3. **Authorize Payment / Payment Summary**
4. Payment Confirmation

- ◆ The **Payment Confirmation** screen will display. If desired, print a copy of the transaction receipt by clicking on the hyperlink below. When finished, click **Close Window**.

https://ecf-test.flsb.uscourts.gov/cgi-bin/cc\_success.pl - Micro...

**U.S. Bankruptcy Court**  
**Southern District of Florida**

Thank you. Your transaction in the amount of \$ 26.00 has been completed.

Please [print a copy of](#) your transaction receipt for future reference. The transaction number is 44572.

**Detail description:**  
 Amended Schedules(05-10088-AJC) [misc,amdschs] ( 26.00)

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**CRITICAL ISSUE - Registered users must pay all filing fees prior to 3 a.m. the day following the filing transaction. Failure to pay filing fees will result in a suspension of the registered user's CM/ECF account except to pay all outstanding filing fees. When all fees have been paid the account will automatically revert back to an active status.**

**WARNING: If you have been "locked" out of ECF due to failure to pay fees and your account has been reactivated, before attempting to file another document you must log out of the system and log back in to continue filing.**

**STEP 20 Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.